

CHATHAM FIRE PROTECTION DISTRICT
 BOARD OF TRUSTEE MINUTES
 January 22, 2019

- **CALL TO ORDER**

- ❖ Meeting was called to order at 1741 hours.

- **ROLL CALL**

- ❖ Present were: Trustee Hughes, Trustee Mueller, Trustee Perkins; Chief Schumer, Assistant Chief Osborne; Lt. Bramley and Office Manager Kashima Stotts

- **APPROVAL OF PREVIOUS MINUTES**

- ❖ Open session minutes of January 22, 2019 District Meeting were presented for approval. Motion to approve the minutes was made by Trustee Perkins and seconded by Trustee Mueller; motion passed.

Hughes yes Mueller yes Perkins yes

- **TREASURERS REPORT**

- ❖ Trustee Hughes and Trustee Perkins accepted treasurer’s report.

	<u>01/08//2019</u>	<u>01/22/2019</u>
United Community Bank M/M	\$ 11,183.70	\$ 18,156.97
Bank & Trust M/M	\$ 1,146,743.36	\$ 1,044,027.24
Bank & Trust Pension	\$ 270,825.36	\$ 24,525.84
Bank & Trust Equipment Reserve Fund	\$ 436,787.65	\$ 436,887.44
Bank & Trust Real Estate Fund	\$ 144,516.22	\$ 144,547.89
Bank of Springfield CD Investment	\$ 501,144.17	\$ 503,002.34
Bank & Trust Death Benefit Supplement	\$ 19,650.59	\$ 19,654.04
Bank & Trust Foreign Fire Insurance Board	\$ 61,205.89	\$ 60,665.89
Bank & Trust Donations & Memorial Fund	\$ 1,704.07	\$ 1,704.37
Chatham Fire Department Volunteer Account	\$ 11,875.34	\$ 6,669.77

- ❖ Motion was made to pay the bill by Trustee Mueller and seconded by Trustee Perkins; motion passed.

Hughes yes Mueller yes Perkins yes

- **PUBLIC COMMENTS AND CONCERNS:**

- ❖ Discussion by Lt. Bramley:

- ⇒ Discussion on uniform change to accommodate breast cancer awareness for the month of October, Trustee Perkins made a motion to approve the uniform change to accommodate breast cancer awareness recognition in October and was seconded by Trustee Mueller; motion passed.

Hughes yes Mueller yes Perkins yes

- **OLD BUSINESS:**

- ❖ No old business

- **NEW BUSINESS:**

- ❖ Appointment of new or re-appointment of Assistant Chief Bruce Osborne as the department OMA Officer was discussed, Trustee Mueller made a motion to re-appoint Assistant Chief Osborne as OMA Officer and was seconded by Trustee Perkins; motion passed.

Hughes yes Mueller yes Perkins yes

- ❖ Appointment of new or re-appointment of Assistant Chief Bruce Osborne as the department FOIA Officer was discussed, Trustee Mueller made a motion to re-appoint Assistant Chief Osborne as the FOIA Officer and was seconded by Trustee Perkins; motion passed.

Hughes yes Mueller yes Perkins yes

- ❖ Review of closed session minutes no minutes were opened, all minutes reviewed will remain closed
- ❖ Review and discussion of converting Dollar General to charge account, Trustee Mueller made a motion to approve converting Dollar General to a charge account and was seconded by Trustee Perkins; motion passed.

Hughes yes Mueller yes Perkins yes

- ❖ Levy, Debt Service and Truth –In-Taxation confirmation from the Sangamon County Clerk was discussed.
- ❖ CFPD portion of IPRF grand for purchase of 4 each of Panasonic Toughbooks, applicable docking and 4G antenna system totaling \$3,765.00 was discussed, Trustee Perkins made a motion to approve the \$3,765.00 for the Panasonic Toughbooks and was seconded by Trustee Mueller; motion passed.

Hughes yes Mueller yes Perkins yes

- ❖ Purchase request for 2 Havis Dual-pass docking stations and 4G antennas for Tanker 1 and Truck 1 totaling \$1,792.00 was discussed, Trustee Hughes made a motion to approve the \$1,792.00 to purchase the antennas for Tanker 1 and Truck 1 and was seconded by Trustee Perkins; motion passed.

Hughes yes Mueller yes Perkins yes

- ❖ Vendor List addition was discussed, Trustee Hughes made a motion to approve the new additions to the Vendors List and was seconded by Trustee Perkins; motion passed.

Hughes yes Mueller yes Perkins yes

- **BOARD OF FIRE COMMISSIONERS:**

- ❖ Nothing new to report

- **PENSION BOARD:**

- ❖ Discussion Given by Assistant Chief Osborne
 - Meet again in March

- **FOREIGN FIRE INSURANCE BOARD:**

- ❖ Discussion given by Chief Schumer
 - Elected new members
 - Meet in February

- **CHIEF SCHUMER REPORT**

- ❖ Trustee's accepted the Chief's semi-monthly report.
 - The following items were discussed:
 - **Apparatus Working Group**
 - Picking up new ambulance tomorrow from Canham Graphics
 - Radio install for new ambulance on Saturday, January 26, 2019
 - IDPH tentative inspection date is February 4, 2019
 - AWG has ordered new pick up with Bob Ridings, working on getting bids for radio and light transfer and upgrade of light package to match Command 1
 - Next meeting TBD
 - Review AC notes for apparatus issues over the past months
 - **Volunteer Working Group / Volunteer Updates**
 - Table banners and pop-up tent for recruiting efforts in the works of being obtained
 - **FTE**
 - Milner has completed his psych eval. No results
 - BOFC has not started new process for new list. Will discuss at February
 - **PTE**
 - Mrs Russow is completing her final pieces of new employee orientation. She has begun training as the AHATC Coordinator
 - **Personnel Issues**
 - Working on Phase -2 Second Year FF Driving Program
 - Suhling beginning his Probationary process to include familiarization of rigs, equipment, station, processes and procedures
 - **Safety Working Group**
 - Nothing to report

- **Pre-Annexation Working Group**
 - Detailed AC with reaching out Cinda Schein and Lamb Property owners
- **Equipment and Miscellaneous Building Items**
 - In the process of purchasing new ICS system vests for ambulances and additional locations
 - Genesis cutters out of service, replacement request on agenda
- **Preparing for Upcoming Events**
 - Holiday Parties
 - Children's Party – December 1, 2019
 - 2019 Adult Party – December 14, 2019 TRN Club
- **Miscellaneous**
 - Scott Brown continues to work with Digital Combustion reps to get program up and running
 - Working on completing Sexual Harassment, Discrimination and Diversity refresher briefing with all member of the department
 - Ordering more FF boots some over the next two weeks for about 5 members
 - Working on submitting for reimbursement funds for T. Suhling Basic FF course through OSFM program
- **ASST. CHIEF OSBORNE REPORT**
 - ❖ Trustee's accepted the Chief's semi-monthly report.
 - The following items were discussed:
 - GRANTS
 - 2018 AFG grant – application submitted
 - 2019 IPRF grant - application submitted
 - PROJECTS
 - Seeking bid(s) for replacement of Utility 1
 - Seeking bid(s) on improvements of public restrooms
 - **Needed repairs of ambulances and/or apparatus equipment**
 - Fire Safety House needs extensive repairs
 - New Genesis Cutters from MES have been delivered
 - 3F29 went to Rush Truck Centers for water leak, service completed
 - 3F28 scheduled to go to Landmark Ford for oil leak also repaired belt tensioner that was bad
 - Utility 1's snow plow is out of service
 - Power-Cot was installed in 3F28 by Stryker
 - **Building repairs**
 - Robinson Concrete has the bid to repair concrete on the front drive may completed in spring
 - **Reports submitted**
 - Submitted annual Health / Life Safety Inspection sheets to OSFM
- **CLOSED SESSION**

❖ No closed session during meeting

• **ADJOURNMENT**

❖ Motion to adjourn meeting at 1830 hours was made by Trustee Perkins and was seconded by Trustee Hughes; motion passed.

Hughes	yes	Mueller	yes	Perkins	yes
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Minutes by Office Manager Kashima Stotts